

**WORKFORCE DEVELOPMENT CABINET
CAREER AND TECHNICAL EDUCATION
DEPARTMENT OF EDUCATION**

Please use the attached form to request the assignment of a userid for working with the web browser-based Technical Education Database System (TEDS). The form should be printed, completed and signed by the person to whom the userid will be assigned. The supervisor of the staff person must also sign and date the request.

Each person who will need access to the data in the TEDS database must be assigned his/her own unique userid. Sharing of userids is not allowed.

Allow at least a week for the userid to be assigned. Be sure to retain a copy of the signed form for school records.

Please provide all requested data. Do not leave any field blank. Missing information could cause a delay in setting up the userid and assigning the correct access. Instructions for completing each field are provided on the following page.

All information provided will be used to assign access to the TEDS database and will not be shared with any other person or agency.

Mail or fax the completed form to:

Ruby Smith, TEDS Consultant
Career and Technical Education
2114 Capital Plaza Tower
Frankfort, KY 40601
Fax: (502) 564-7371

The staff person will be notified by email when the userid has been assigned. A default password will be assigned to the userid and will be included in the email notification. The default password will be entered the first time the staff person signs on to TEDS with the new userid. The staff person will be asked to set his/her own unique password at that time.

Any questions or problems concerning userids may be directed to Ruby Smith by phone at (502) 564-3775 or by email at rsmith@kde.state.ky.us. If Ruby is not available, you may contact Sarah Galliher at (502) 564-4286 or by email. Their names are listed in the state global address book.

INSTRUCTIONS FOR COMPLETING A USERID REQUEST FORM

The information requested in the box under 'Please assign a userid for Technical Education Database System (TEDS) access to:' must be provided for the person to whom the userid will be assigned. Please fill out a separate form for each requested userid.

LAST NAME, FIRST NAME, INITIAL: This should be the person's legal name. Please do not use nicknames. Be sure to provide the middle initial.

SSN: SSN indicates the staff person's 9-digit Social Security number. It is required. A userid will not be assigned without the SSN.

LOCATION: Please provide the location of the staff person's workstation. A school name/office name and city location will be sufficient information. If more room is needed, please continue the list on another page and attach it to the form.

POSITION: Please provide the name of the staff person's position or their work title.

TYPE OF ACCESS:

- **Enter and/or update TEDS data, print reports** *(not including staff information)*.
If the staff person will enter or update data, view data on screen and run reports, place a checkmark beside Option 1.
- **Enter and/or update staff information** *(in addition to TEDS data)*.
If the staff person will enter and/or update staff information, place a checkmark beside Option 2.
- **View data on screen or print reports only.**
If the staff person will not enter or update data but will only view data on screen or print reports, place a checkmark beside Option 3.

SCHOOL OR DISTRICT: If the staff will be entering data for an individual school or schools, please list the full name of the school(s). It is not necessary to list the district name. If the staff person will be entering data for all the schools in a particular district, list the name of the district and indicate that it is a district name.

NOTE: This is not a list of feeder schools that send students to your institution. The staff person will have access to the student data for each institution on his/her individual list. Staff will not be given access to schools from another agency.

SIGNATURE/DATE: The staff person for whom the userid is being requested must sign and date the form.

SUPERVISOR SIGNATURE/DATE: The supervisor for the staff person must sign and date the form.

FORMS WILL NOT BE PROCESSED IF EITHER SIGNATURE IS MISSING.

**WORKFORCE DEVELOPMENT CABINET
CAREER AND TECHNICAL EDUCATION
DEPARTMENT OF EDUCATION**

REQUEST FOR USERID FOR TEDS ACCESS

Please assign a userid for Technical Education Database System (TEDS) access to:

Last Name: _____ First Name: _____ Initial: _____

SSN: _____ Location: _____ Position: _____

Email address: _____ Phone: (____) _____

TYPE OF ACCESS: This person will need the following type of access to the TEDS data.

_____ Option 1: Enter and/or update TEDS data, print reports (not including staff information).

_____ Option 2: Enter and/or update staff information (in addition to TEDS data).

_____ Option 3: View data on screen or print reports only.

This staff person will need access to data for the following schools or district. Attach an extra sheet if more room is needed. This is not a list of feeder schools.

SCHOOL <i>(list full name of individual schools)</i>	DISTRICT <i>(only if entering data for entire district)</i>

I understand that assignment of a userid may allow access to confidential information and/or records so that I may perform my specific job duties. I further understand and agree that I am not to disclose confidential information and/or records without the prior written consent of the appropriate authority(s) in the Cabinet for Workforce Development, Department for Technical Education.

I understand that all userid/passwords to access computer data are issued on an individual basis and that I am solely responsible for all information obtained using my unique identification. At no time will I allow use of my userid/password by any other person.

I understand that accessing or releasing confidential information and/or records on myself, other individuals or clients, constitutes a violation of this agreement and may result in disciplinary action taken against me up to and including dismissal and/or prosecution as provided by state or federal law. Complete information concerning unlawful access to a computer, confidential treatment of reports and records and the penalties for misuse of the information can be found in the KRS 434.840 through 434.860, KRS160.700 through 160.730 and 20 USC §1232g and 5 USC §552a.

By requesting assignment of a userid to access the TEDS database I agree to abide by the relevant laws, regulations and policies concerning access, use, maintenance and disclosure of confidential information and/or records which shall be made available to me through assignment of said userid. I further agree that it is my responsibility to assure the confidentiality of all information that has been issued to me in confidence.

Signature / Date

Supervisor Signature / Date